



**Operation ABLE ~ MASSACHUSETTS SCSEP
Biweekly Timesheet/Payroll Schedule - 2023**



IMPORTANT REMINDERS found on page 2 (Last updated 12/31/22)

Pay Period Start Date (Sunday)	Pay Period End Date (Saturday)	TIMESHEET DUE DATE BY <u>NOON</u>	Pay Date (Friday)
12/25/2022	01/7/2023	Thursday 01/05/23	1/13/23
01/08/23	01/21/23	Thursday 01/19/23	01/27/23
01/22/23	02/04/23	Thursday 02/02/23	02/10/23
02/05/23	02/18/23	Thursday 02/16/23	02/24/23
02/19/23	03/04/23	Thursday 03/02/23	03/10/23
03/05/23	03/18/23	Thursday 03/16/23	03/24/23
03/19/23	04/01/23	Thursday 03/30/23	04/07/23
04/02/23	04/15/23	Thursday 04/13/23	04/21/23
04/16/23	04/29/23	Thursday 04/27/23	05/05/23
04/30/23	05/13/23	Thursday 05/11/23	05/19/23
05/14/23	05/27/23	Thursday 05/25/23	06/02/23
05/28/23	06/10/23	Thursday 06/08/23	06/16/23
06/11/23	06/24/23	Thursday 06/22/23	06/30/23
06/25/23	07/08/23	Thursday 07/06/23	07/14/23
07/09/23	07/22/23	Thursday 07/20/23	07/28/23
07/23/23	08/05/23	Thursday 08/03/23	08/11/23
08/06/23	08/19/23	Thursday 08/17/23	08/25/23
08/20/23	09/02/23	Thursday 08/31/23	09/08/23
09/03/23	09/16/23	Thursday 09/14/23	09/22/23
09/17/23	09/30/23	Thursday 09/28/22	10/06/23
10/01/23	10/14/23	Thursday 10/12/23	10/20/23
10/15/23	10/28/23	Thursday 10/26/23	11/03/23
10/29/23	11/11/23	Thursday 11/09/23	11/17/23
11/12/23	11/25/23	Wednesday 11/22/23	12/01/23
11/26/23	12/09/23	Thursday 12/7/23	12/15/23
12/10/23	12/23/23	Thursday 12/21/23	12/29/23



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12/24/23	01/06/24	Thursday 01/04/24	01/12/24
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PAID HOLIDAY SCHEDULE*

New Year's Day: Observed 1/2/23	Juneteenth: Observed 6/19/23	Veterans Day: Observed 11/10/23
Martin Luther King Day: Observed 1/16/23	Independence Day: 7/4/23	Thanksgiving: 11/23/23
Presidents Day: Observed 2/20/23	Labor Day: Observed 9/4/23	Christmas: 12/25/23
Memorial Day: Observed 5/29/23	Indigenous Peoples' Day (also observed as Columbus Day): Observed 10/9/23	Hours for missed days or agency closings can be made up if done in the same 2-week payroll period as the missed days, including snow days.

*** You will be paid for the holiday for your regular number of hours if the holiday falls on your regularly scheduled work/training day. If you do not regularly work on the day of the holiday, you will not be paid for the holiday.**

IMPORTANT INFORMATION ABOUT YOUR TIMESHEETS!

Late or inaccurate timesheets may result in you not being paid on time.

REMINDER:

You will be paid your regular number of hours for the holiday, only IF the holiday falls on your regular work/training day.

REQUIRED DISCLOSURES:

This Senior Community Service Employment Program is funded by the US Department of Labor as an award totaling \$5,958,297 including a MA Executive Office of Elder Affairs sub-grant. Grants are matched with \$595,829 nonfederal support.

Operation ABLE SCSEP is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities; Video relay calls welcome.